

## **6 FAM 720**

# **HOUSING ABROAD PROGRAM**

*(TL:GS-113; 09-24-2003)*  
*(Office of Origin: OBO)*

## **6 FAM 721 HOUSING ABROAD POLICY**

### **6 FAM 721.1 Purposes and Authorities**

*(TL:GS-95; 11-18-2002)*  
*(Uniform State/USAID/Commerce/Agriculture/DIA)*

a. Under the authority of the Foreign Service Buildings Act of 1926, as amended, U.S. citizen employees assigned to U.S. missions abroad may be provided housing. Such housing may be provided in U.S. Government-owned or -leased properties, or through the Living Quarters Allowance (LQA) and military Overseas Housing Allowance (OHA) programs. The objective of the housing program is to provide safe and secure housing that is adequate to meet the personal and professional requirements of employees at a cost most advantageous to the U.S. Government. For the purposes of this policy, adequate housing is defined as that comparable to what an employee would occupy in the Washington, DC Metropolitan Area, with adjustments for family size and locality abroad.

b. Congress first mandated development of an interagency housing policy in 1979 to ensure uniformity and equity in the provision of housing benefits to employees of all agencies. Responsibility for managing the program was centralized in the Department of State, with ultimate responsibility delegated to OBO. The objective of this decision was to ensure coherent, cost-effective management of this extensive worldwide program.

### **6 FAM 721.2 Scope and Applicability**

*(TL:GS-95; 11-18-2002)*  
*(Uniform State/USAID/Commerce/Agriculture/DIA)*

The policies and standards outlined in this subchapter apply to employees of all agencies serving abroad who come under the authority of the chief of mission (COM) and to all U.S. Government-held property, as well as to housing acquired under LQA and OHA programs. No other housing policy takes precedence over or alters these provisions. Under its independent legislative authorities, USAID manages its real property program in most countries, following this same interagency policy. Procedures to implement these regulations are found in 6 FAM 727 and 6

FAM 728. Questions or comments may be directed to OBO/REPM or USAID/W (M/AS/OMS).

## **6 FAM 722 RESPONSIBILITIES**

### **6 FAM 722.1 General**

*(TL:GS-59; 10-01-1999)*

*(Uniform State/USAID/Commerce/Agriculture/DIA)*

The chief of mission or principal officer (COM/PO) is ultimately responsible for ensuring the effective management of the post housing program. The single real property manager (SRPM) has responsibility for management of all aspects of the real property program, including the housing program, to ensure compliance with policies and regulations (see 6 FAM 713).

### **6 FAM 722.2 Interagency Housing Board (IAHB)**

*(TL:GS-59; 10-01-1999)*

*(Uniform State/USAID/Commerce/Agriculture/DIA)*

An IAHB is established at most posts abroad and in Washington, DC to ensure, within the parameters of the housing policy, the fair and equitable treatment of all employees and appropriate consideration of the varied requirements of other agencies.

#### **6 FAM 722.2-1 Washington Interagency Housing Board**

*(TL:GS-95; 11-18-2002)*

*(Uniform State/USAID/Commerce/Agriculture/DIA)*

The Washington IAHB consists of representatives of agencies with employees assigned to U.S. missions abroad and is chaired by the Director/Chief Operating Officer, Bureau of Overseas Buildings Operations (OBO). OBO consults with the board on the formulation of policies regarding the housing program abroad, residential space criteria, and locality adjustment factors. The Washington IAHB may also be called on to adjudicate appeals submitted by member agencies on specific housing-related issues that cannot be resolved at post.

#### **6 FAM 722.2-2 Post IAHB**

*(TL:GS-113; 09-24-2003)*

*(Uniform State/USAID/Commerce/Agriculture/DIA)*

##### **(A) Establishment and Authority**

The COM/PO will establish an IAHB at every post with three or more U.S. Government agencies. The post IAHB functions as an independent working group reporting to the COM/PO through the SRPM. The board will implement housing policies in compliance with the regulations and standards set forth in 6 FAM 720.

**(B) Board Composition**

a. **General:** The IAHB will consist of personnel representing all U.S. Government agencies at post and should include the range of personnel assigned, i.e., large and small agencies, high- and low-ranking personnel, and families and singles. Agencies' representation on the board should reflect their respective number of U.S. personnel at post. Larger agencies may have one permanent representative on the board; smaller agencies may represent each other on a rotating basis, may be represented by a larger agency, or may be represented in some other manner as determined by the COM/PO and the principal representatives of the agencies concerned.

b. **Size:** The total number of representatives is determined by the COM/PO; however, the recommended maximum size is 10.

c. **Membership:** The individual members are designated by the principal representatives of the agencies at post. The board should include the regional security officer (RSO) as an ex officio, nonvoting member to address security issues related to housing. Ad hoc or at-large voting members may also be assigned to the board by the COM/PO, regardless of the parent agency affiliation, to represent various points of view that might otherwise be underrepresented, such as secretaries and junior officers. The board may include representatives from the community liaison office (CLO), the general services office (GSO), and the American Foreign Service Association (AFSA) as ex officio, nonvoting members.

d. **State representation:** The Department of State should be represented by an officer outside of the *management* section. The SRPM serves on the board as an ex officio member, providing all necessary guidance on interpretation and application of policies and regulations, and making recommendations to the post IAHB. The SRPM is responsible to the COM to ensure that management of the housing program complies with all regulations, policies, and procedures.

e. **Chairperson:** The chair of the post IAHB shall be rotated every 12 months among senior members of the agencies represented on the board. The COM/PO and deputy chief of mission (DCM) shall not be members of the board as these individuals serve in the direct line of appeal if an employee disagrees with a board decision.

f. **Meetings:** The post IAHB should meet as often as necessary to fulfill its responsibilities.

**(C) Post IAHB Responsibilities**

a. Under the guidance of the SRPM, the post IAHB is responsible for overseeing the implementation of the housing policy and standards of 6 FAM 700 and ensuring that they are equitably applied to employees of all agencies. Because of its representative composition and familiarity with local housing conditions, the post IAHB is considered the best vehicle to administer the housing policy. The post IAHB should exercise its best collective judgment to reconcile employees' housing requirements with the intent of the U.S. Government regulations and to make decisions that can be logically defended as in the best interests of the U.S. Government.

b. Specific responsibilities are listed below:

(1) As guided by the SRPM, apply the standards and procedures outlined in this policy to the management of the post-housing program;

(2) Review regularly the existing U.S. Government-held housing, ensuring retention of appropriate and cost-effective housing in the post housing pool. Such reviews are to be supported by periodic market surveys;

(3) Establish rental control ceilings for housing in each category;

(4) Approve the assignment of housing;

(5) Review the acquisition of STL residential leases, as necessary;

(6) Review LQA/OHA requests for residential quarters exceeding the space standards or the established rental control ceiling;

(7) Review the conditions at post that determine ranking on the Locality Index. When a change is deemed necessary, the IAHB should present a justification memorandum to the COM/PO through the SRPM. If the COM/PO concurs, the request should be submitted to OBO for review and approval;

(8) Assist the SRPM with the preparation of and revisions to a post housing guidebook that defines the housing policy and outlines responsibilities of occupants of U.S. Government-held housing and of recipients of LQAs. This guidebook should include, but is not limited to:

(a) Guidelines on space authorizations and rental ceilings;

(b) An interagency-approved list of supplemental furniture, furnishings, appliances, and equipment (FFA&E) to be provided in U.S. Government-furnished residential quarters;

(c) Guidelines for short-term loan of U.S. Government property; and

(d) Tenant responsibilities when occupying U.S. Government-held quarters, e.g., condition of quarters upon departure, liabilities for damage; and

(9) Research local laws pertaining to rent control and retain copies of these laws or pertinent extracts therefrom, together with an original or certified copy of pertinent rulings of the local rent control board or authority, keeping Washington, DC headquarters offices informed as necessary.

## **6 FAM 722.3 Post IAHB Records**

*(TL:GS-95; 11-18-2002)*

*(Uniform State/USAID/Commerce/Agriculture/DIA)*

The post IAHB shall maintain written records of its meetings, including justifications for decisions. In particular, decisions that are one-time exceptions to policies, procedures, or regulations, such as assignment of housing which is larger than warranted by family size and tier, must be documented and records kept on file at post for three years. Specifically, the IAHB shall produce and transmit to the SRPM written justification for each assignment that (1) is not within 6 FAM 720 guidelines for space, and (2) is to an STL that is 10 percent or more expensive than the average for that tier and family size. These records will be made available, upon request, to the Office of the Inspector General and the General Accounting Office, the Department regional bureaus, and OBO and will be used in annual certifications. Such documentation does not preclude the requirement for prior Washington, DC headquarters approval of leases or assignments that exceed the post's authority in 6 FAM 730.

## **6 FAM 722.4 Petitions and Appeals of Housing Assignments**

### **6 FAM 722.4-1 Petitions**

*(TL:GS-59; 10-01-1999)*

*(Uniform State/USAID/Commerce/Agriculture/DIA)*

At posts with sufficient vacant U.S. Government-held units, employees may petition the post IAHB for alternative quarters prior to occupying their assigned quarters. The post IAHB may decide whether or not to grant that petition without having heard a formal appeal that assigned quarters are unsuitable. An employee's petition for alternative quarters, heard and

decided by the post IAHB, does not preclude a subsequent appeal. Such petitions may not involve the acquisition of new leases and should be limited to prospective reassignment of currently vacant properties already in the housing pool. The SRPM and post IAHB should be careful about entertaining such petitions, since last-minute reassignments can increase maintenance costs or change the incidence of cost to agencies (e.g., preoccupancy painting, furnishing, clean-up) and, if not carefully controlled, can make efficient make-ready scheduling impossible.

## **6 FAM 722.4-2 Appeals**

*(TL:GS-95; 11-18-2002)*

*(Uniform State/USAID/Commerce/Agriculture/DIA)*

An appeal is a formal request for a change of quarters that maintains that the assigned quarters are unsuitable for the assigned occupant. Employees who wish to appeal an IAHB housing assignment must submit the justification to the post IAHB and the SRPM for review. If not resolved, it will be submitted to the DCM and/or COM for a decision. If it is still not resolved at post, the employee may appeal directly to his or her parent agency or, if a State Department employee, to the appropriate regional bureau executive officer for review. Copies of such appeals will be provided the SRPM who will forward copies to OBO and the regional bureau. The parent agency, in consultation with OBO, will determine whether the issue warrants consideration by the Washington, DC IAHB.

## **6 FAM 722.4-3 Housing Options Pending Decision of Appeal**

*(TL:GS-59; 10-01-1999)*

*(Uniform State/USAID/Commerce/Agriculture/DIA)*

Until a decision is made on the matter, the employee may continue to receive temporary lodging allowance (TLA) benefits (not to exceed the maximum authorization set forth in the Standardized Regulations), may move into the assigned quarters, may occupy any unoccupied post transient housing, or may occupy alternate quarters at his or her own expense. LQA/OHA may not be authorized if appropriate U.S. Government-held housing would remain vacant.

## **6 FAM 722.5 Post Housing Guidelines**

*(TL:GS-59; 10-01-1999)*

*(Uniform State/USAID/Commerce/Agriculture/DIA)*

Each post shall prepare and update biennially post housing guidelines for the use of employees and their dependents on official assignment to post. The outline in 6 FAM 722 Exhibit 722.5 can be adapted for individual post use in preparing such guidelines.

## **6 FAM 722.6 Annual Market Survey of Housing**

*(TL:GS-59; 10-01-1999)*

*(Uniform State/USAID/Commerce/Agriculture/DIA)*

Posts must conduct a market survey, at least annually, in countries with housing market value data. Each post should publicly advertise its housing requirements, listing all criteria that factor into the post's housing selection process (see 6 FAM 723.5). Each post should determine the most effective local medium for public advertisement (e.g., newspapers, magazines, realtors) to ensure maximum competition and the broadest possible selection of properties. The post should use survey results to develop housing profiles, establish rental ceilings, and document conditions related to the availability and cost of suitable housing. (See Department of State Acquisition Regulations, Part 606.170, for procedures.)

## **6 FAM 723 ESTABLISHING THE HOUSING PROFILE**

### **6 FAM 723.1 Housing Inventory**

*(TL:GS-59; 10-01-1999)*

*(Uniform State/USAID/Commerce/Agriculture/DIA)*

A post's housing inventory includes all U.S. Government-held residences, whether GO/LTL or STL. Where USAID manages its own housing program, USAID has a separate housing inventory.

### **6 FAM 723.2 Purpose and Policy for Post Housing Profiles**

*(TL:GS-59; 10-01-1999)*

*(Uniform State/USAID/Commerce/Agriculture/DIA)*

a. Each post with predominantly U.S. Government-owned or -leased housing must establish a stable inventory of housing to meet long-term post needs in a cost-effective manner. Longer retention of units will protect against spiraling lease costs, allow for amortization of make-ready or security upgrade costs, and provide for the availability of housing in limited markets.

b. Each post must maintain a housing profile that provides a mix of housing to meet the projected long-term requirements of personnel of varying position ranks and family size. A profile is the ideal mix of residences that reflect the projected staffing at post, with adjustments for local real estate market conditions. Procedures for developing housing profiles are in 6 FAM 727.1. No housing profile is required of posts exclusively under LQA/OHA programs.

## **6 FAM 723.3 Approving Housing Profiles**

*(TL:GS-95; 11-18-2002)*

*(Uniform State/USAID/Commerce/Agriculture/DIA)*

Housing profiles must be approved by OBO, or USAID/W (M/AS/OMS) where USAID is the leasing office. Once a profile has been approved by OBO or USAID/W (M/AS/OMS), the post may assign employees to the housing units within the profile without requesting waivers (see 6 FAM 735.2). Any major change in post position structure, demographics, or the local real estate market requires submission of a revised profile to OBO or USAID/W (M/AS/OMS) for approval. Profiles are monitored through REMS and reviewed biennially by OBO and USAID/W (M/AS/OMS), in consultation with post management, to determine if adjustments are warranted.

## **6 FAM 723.4 Alternative Housing Profile Procedures**

*(TL:GS-95; 11-18-2002)*

*(Uniform State/USAID/Commerce/Agriculture/DIA)*

At certain posts, OBO may determine that establishing a housing profile based on post demographics is not practical (such as SEP, SCP, or other small posts where profiles are likely to change as staff changes) or possible (such as posts where leases beyond occupant tenancy are not possible and frequent turnover of properties is unavoidable). The authority to determine that a profile is not practical or possible rests with OBO or USAID/W (M/AS/OMS). Such posts are not required to base their housing profiles on post demographics; rather, OBO will work with these posts to develop acceptable housing profiles using the alternative procedures in 6 FAM 727.2.

## **6 FAM 723.5 Housing Selection**

*(TL:GS-59; 10-01-1999)*

*(Uniform State/USAID/Commerce/Agriculture/DIA)*

a. STL housing acquired for a U.S. Government leasing program should reflect space standards and post housing requirements as defined in the post profile. Guidelines for selecting housing are found in 6 FAM 727.3.

b. To achieve maximum cost benefit to the U.S. Government, every effort should be made to retain appropriate housing under leases of five years or more.



c. In recognition of the factors in a host country which necessitate a U.S. Government leasing program, post management is authorized to retain leases on units which may be left vacant for short periods of time between transfers of employees (normally not to exceed 90 days), if it is deemed in the best interests of the U.S. Government (see 6 FAM 717 for funding).

## **6 FAM 724 ALLOCATING RESIDENTIAL SPACE**

### **6 FAM 724.1 Pooled Housing**

*(TL:GS-59; 10-01-1999)*

*(Uniform State/USAID/Commerce/Agriculture/DIA)*

All U.S. Government-held housing is considered pooled for purposes of assignment except designated residences and USAID housing when independently managed by USAID.

### **6 FAM 724.2 Allocating GO/LTL Residential Space**

*(TL:GS-95; 11-18-2002)*

*(Uniform State/USAID/Commerce/Agriculture/DIA)*

Within the context of the approved housing profile, each post will establish a policy to ensure equitable distribution of existing GO/LTL properties among the Foreign Affairs Agencies and DIA at post. This policy is guided by the principles outlined in 6 FAM 728.1.

### **6 FAM 724.3 Allocating STL Residential Space**

*(TL:GS-59; 10-01-1999)*

*(Uniform State/USAID/Commerce/Agriculture/DIA)*

The post will assign STL residences to best meet the overall interests of the U.S. Government, post needs, and professional and personal needs of all U.S. citizen personnel, regardless of agency affiliation. Agencies fund leases for housing their employees occupy. When an employee transfers, post IAHBs may assign personnel of one agency to residential quarters previously funded by another agency, with subsequent shifts in funding responsibility (see 6 FAM 717.4).

### **6 FAM 724.4 Preassigning Housing**

*(TL:GS-59; 10-01-1999)*

*(Uniform State/USAID/Commerce/Agriculture/DIA)*

To the extent possible, the IAHB should assign all new employees to appropriate housing, as provided under the interagency housing policy, prior to their arrival at post. Communication with the employee will enable post management and the post IAHB to consider employee preferences and needs in making these assignments. Effective management of a U.S. Government-leasing program will minimize costly temporary living allowance (TLA) and related expenses, as well as the carrying cost of vacant units. Where USAID manages its own housing program, with its own housing board, separate housing assignment policies following USAID procedures may be in effect.

## **6 FAM 724.5 Designated and Dedicated Housing**

### **6 FAM 724.5-1 Designated Residences**

*(TL:GS-95; 11-18-2002)*

*(Uniform State/USAID/Commerce/Agriculture/DIA)*

Residences, whether GO/LTL or STL, shall be designated for the ambassador, deputy chief of mission, consul general or consul (when PO), U.S. representative to an international organization abroad (when PO), and Marine security guard detachment. Such properties are exempt from the space standards outlined in this chapter.

### **6 FAM 724.5-2 Dedicated Housing**

*(TL:GS-95; 11-18-2002)*

*(Uniform State/USAID/Commerce/Agriculture/DIA)*

The senior representative of each Foreign Affairs Agency (USAID, FAS, and US&FCS) and the U.S. Defense representative will receive housing within the standards for a family of four at the grade tier corresponding to the position (see 6 FAM 728.2).

## **6 FAM 724.6 Private Leases**

*(TL:GS-59; 10-01-1999)*

*(Uniform State/USAID/Commerce/Agriculture/DIA)*

Privately leased housing acquired by civilian employees under the LQA program and military personnel under the OHA program is governed by the same space standards as U.S. Government-held housing and must meet the residential security standards outlined in 12 FAM 330. Units proposed for private leases must be approved in advance by the post IAHB and the RSO/PSO following the 12 FAM procedures.

## **6 FAM 724.7 Determining Residential Space Authorizations**

*(TL:GS-95; 11-18-2002)*

*(Uniform State/USAID/Commerce/Agriculture/DIA)*

a. An employee's residential space authorization is based on his or her position rank and family size, adjusted for locality factors. The application of these factors in special circumstances is explained in 6 FAM 728.4. The maximum space authorizations for residences are defined in 6 FAM 724 Exhibit 724.7A and B; waiver provisions are found in 6 FAM 732.7 and 6 FAM 735.2.

b. The space standards established by this subchapter are the maximum allowable and should not be construed as entitlements or goals to be sought for U.S. Government employees abroad. These regulations are not intended to preclude agencies from adopting smaller space standards for certain categories of personnel in keeping with the nature of their roles in the U.S. Government's conduct of foreign relations.

## **6 FAM 724.8 Computing Space**

*(TL:GS-95; 11-18-2002)*

*(Uniform State/USAID/Commerce/Agriculture/DIA)*

Residential space standards are based on usable living space. See 6 FAM 724 Exhibits 724.8A, B and C for details on computing functional and residential net and gross space. If measurements are done in feet, posts should convert and maintain these in metric scale as required by Federal regulation.

## **6 FAM 725 USING RESIDENTIAL SPACE**

### **6 FAM 725.1 Substitute Occupancy**

#### **6 FAM 725.1-1 COM/PO, U.S. Representative to an International Organization Residence**

*(TL:GS-95; 11-18-2002)*

*(Uniform State/USAID/Commerce/Agriculture/DIA)*

a. During the temporary absence of the COM/PO, or U.S. representative to an international organization, the official residence shall not be occupied, except by members of his or her family, unless specifically authorized by the COM/PO or U.S. representative to an international organization.

b. When a COM/PO or U.S. representative to an international organization is transferred and a replacement has not arrived at post, the official residence shall not be occupied unless OBO grants specific authorization for such substitute occupancy. With the approval of the RSO and SRPM, domestic staff employees may remain in the residence during such periods. A U.S. citizen direct-hire employee may be assigned to occupy the premises to safeguard it and ensure proper maintenance, with OBO's approval (Standardized Regulations, Section 430).

c. The chargé d'affaires or acting U.S. representative to an international organization may, if he or she deems it in the best interests of the U.S. Government, allow high-level official visitors to occupy the official residence during such periods, informing OBO.

## **6 FAM 725.1-2 Other Residential Quarters**

(TL:GS-113; 09-24-2003)

(Uniform State/USAID/Commerce/Agriculture/DIA)

a. When an employee will be away from post for an extended period (i.e., more than 10 days), the employee must give advance written notification to the SRPM, the *management* officer (for State-controlled property), the executive officer (for USAID employees only), and the RSO/PSO, specifying the length of absence, whether someone will occupy the residential quarters (whether GO/LTL, STL, or LQA/OHA) during any portion of this period, and whether someone will make periodic checks on the residence. Employees are not authorized to rent, trade, or otherwise exchange U.S. Government-provided living quarters for similar accommodations in another location or for other consideration.

b. If an employee under LQA/OHA lets or sublets a portion of his or her privately leased or personally owned quarters, the amount received from the sublessee must be reported in box 24 of Form SF-1190, Foreign Allowances Application, Grant and Report, or similar other agency document, and deducted from any allowance granted to the employee for that period of time.

c. With the approval of the RSO/PSO, servants residing in servants' quarters may occupy their usual quarters during the employee's absence. During the absence of the employee, residential quarters may not be occupied by nonfamily members who are not U.S. citizens without the express authorization of the RSO and SRPM (for State-controlled property) or USAID executive officer (for USAID). The post may, for security reasons, disallow temporary occupancy arrangements made by the employee. The employee is responsible for any damage caused by caretakers or servants during his or her absence.

## **6 FAM 725.2 Contract/Third-Country National (TCN) Employees**

*(TL:GS-95; 11-18-2002)*

*(Uniform State/USAID/Commerce/Agriculture/DIA)*

a. When housing is included in a contract or TCN employee's compensation, an amount should be specified in the contract to enable the employee to acquire privately leased quarters. In cases where private leases are not practicable, post should seek OBO authorization and guidance for funding and leasing of quarters.

b. U.S. Government-held residential quarters (except for quarters designated as servants quarters) may not be assigned to or occupied by individuals who are not direct-hire U.S. citizen employees of the U.S. Government unless OBO has granted authorization and funding for leasing. For USAID contractors (whether PSC, institutional, or TCN) the executive officer will make policy decisions at post.

## **6 FAM 725.3 Guests**

*(TL:GS-59; 10-01-1999)*

*(Uniform State/USAID/Commerce/Agriculture/DIA)*

Employees or their dependents may accommodate bona fide guests in their U.S. Government quarters as they would in their own homes.

## **6 FAM 725.4 Domestic Employees**

*(TL:GS-59; 10-01-1999)*

*(Uniform State/USAID/Commerce/Agriculture/DIA)*

Post personnel may house fulltime domestic workers in their U.S. Government-held quarters if space is available. However, this is a privilege, not a right. In determining employees' residential space allowances, provision of space for domestic workers will not be considered. When quarters are available, no funding is provided for FFA&E. Post IAHBs should develop guidelines on housing domestic workers following local conditions and customs.

## **6 FAM 725.5 Pets**

*(TL:GS-59; 10-01-1999)*

*(Uniform State/USAID/Commerce/Agriculture/DIA)*

a. The keeping of pets in U.S. Government-held housing units is a privilege, not a right. The SRPM and the USAID executive officer may prohibit pets on U.S. Government-held premises because of nuisance, health, damage to U.S. Government property, infringement of quiet enjoyment, or other fair and just reasons.

b. Damage to structures, grounds, or furnishings by pets will not be considered normal wear and tear and will be the personal financial responsibility of the employee. No alteration, renovation, or construction shall be undertaken at U.S. Government expense on U.S. Government-held property for the benefit of pets. Before any alteration, renovation, or construction at personal expense is undertaken, written permission is required from the SRPM or USAID executive officer (for USAID). The property must be restored upon vacating the quarters.

## **6 FAM 725.6 Hobbies**

*(TL:GS-59; 10-01-1999)*

*(Uniform State/USAID/Commerce/Agriculture/DIA)*

In providing residential units for its employees, the U.S. Government does not desire to restrict the occupant's right of quiet enjoyment of hobbies. However, it reserves the right to prohibit or limit the pursuit of those hobbies that infringe upon the rights of others to enjoyment of space or quiet; that inflict an abnormal strain or overload on the grounds, structures, or utility services of the residential unit; or that constitute an increased operating or continuing maintenance cost to the U.S. Government. Where meter readings indicate that a hobby has increased consumption of energy, the occupant must pay that portion of the utility costs attributable to the hobby. Costs for installation of any equipment as well as for returning the property to former condition are borne by the occupant.

## **6 FAM 725.7 Businesses**

*(TL:GS-113; 09-24-2003)*

*(Uniform State/USAID/Commerce/Agriculture/DIA)*

a. The Department fully supports the desire of many spouses and family members to secure employment while posted abroad. Spouses and family members of employee occupants of U.S. Government-held or LQA/OHA housing may use the housing for the conduct of a private business for personal financial gain, provided that such conduct conforms to the provisions of paragraphs b or c in this section.

b. Such housing may be used for activities that foster cultural understanding between the embassy community and the local community and/or provide a benefit to mission employees or families, as determined by the chief of mission.

c. Such housing may be used for commercial activities if approved by the chief of mission or, in the case of an ambassador's residence, by the relevant regional bureau assistant secretary in response to a written request. The chief of mission or assistant secretary shall approve such requests where:

(1) As set forth in 3 FAM 4125, the proposed activity would meet the following standards:

(a) It would not violate any law of the host country;

(b) It would not require or entail a waiver of diplomatic privileges or immunities deemed unacceptably broad by the chief of mission or assistant secretary; and

(c) It would not otherwise damage the interests of the United States as determined by the chief of mission or assistant secretary;

(2) The chief of mission or assistant secretary, determines that the proposed activity is appropriate, taking into account local customs and norms, post security and other relevant considerations, and whether the activity would adversely affect the work of the post;

(3) The proposed activity does not require substantial use of the housing by non-U.S. Government employees and their families (e.g., retail sales from a residence would not be permitted, but individual piano lessons or tutoring may be in appropriate cases) or, in the case of use of the ambassador's residence, the proposed activity does not involve any use of the residence by non-U.S. Government employees and their families;

(4) If determined to be necessary by the *management* officer at post to protect the Department from significantly increased risk of liability, the occupant obtains liability insurance covering the proposed use or presence in the residence by non-U.S. Government employees and their families;

(5) The chief of mission or assistant secretary determines that the proposed commercial activities of the spouse or family member would not create a conflict or appearance of conflict of interest with the U.S. Government employee's duties; and

(6) The person who will conduct the commercial activities provides assurances that the business will comply with all relevant local legal requirements (e.g., licenses, work permits, and similar regulations).

d. If any commercial activity approved under either paragraphs b or c of this section causes increased operating or continuing maintenance costs to the U.S. Government, the occupant must pay the increased costs attributable to such use. Costs for installation of any equipment as well as for returning the property to former condition are borne by the occupant. In addition, notwithstanding paragraphs b and c of this section, under no circumstances will a commercial activity be approved that requires the regular presence of employees of the spouse or family member in the residence. Finally, the chief of mission or the assistant secretary may at any time revoke approval of a commercial activity approved pursuant to this section, if any of the standards set forth above are no longer met.

## **6 FAM 725.8 Surrender of Residential Quarters**

*(TL:GS-95; 11-18-2002)*

*(Uniform State/USAID/Commerce/Agriculture/DIA)*

a. When an employee, including the COM/PO and U.S. representative to an international organization, occupying U.S. Government-held quarters is scheduled to depart post permanently, the occupant shall surrender the premises on or before the last day of duty at post. Exceptions to this requirement may be made by the COM/PO or U.S. representative to an international organization, in which case the occupant shall surrender the premises within a specified time.

b. Posts shall establish procedures for clearing post by U.S. direct-hire and contract individuals who have been furnished with U.S. Government property and services. The procedures should address the requirement for departing employees to arrange for a residence quarters inspection and inventory at least 10 days before departure, and preferably after employees complete packing household and personal effects. The procedures should also specify that U.S. Government transportation requests (GTRs) or transportation tickets will not be issued until the checkout clearance is complete.

c. The SRPM for State and the executive officer for USAID, or their designees, shall inspect the premises with the occupant and note any items and related charges for which the occupant will be held responsible. Damages to structures, grounds, or furnishings caused by pets, hobbies, neglect or negligence of the employee, or deliberate acts or other unusual actions of the employee occupant, family, servants, employees, guests, or other members of the employee's household will be the personal responsibility of the employee. The extent and nature of this inspection should be clearly described in the post housing guidelines.



d. Posts are authorized to institute uniform cleaning deposit procedures (suspense deposits abroad) as determined useful and necessary with the agreement of the post IAHB and the SRPM for State or the executive officer for USAID.

e. GTRs or transportation tickets will not be issued until amounts owed for damaged or lost property have been paid or acknowledged in writing by the occupant and his or her parent agency, or appealed in accordance with the procedure set forth in 6 FAM 220.

## **6 FAM 725.9 U.S. Marine Security Guard Quarters**

*(TL:GS-59; 10-01-1999)*

*(Uniform State/USAID/Commerce/Agriculture/DIA)*

The provision of quarters for Marine security guard personnel is governed by a memorandum of agreement between the Department of State and the U.S. Marine Corps which states that:

(1) The Department of State will provide fully furnished GO/LTL or STL quarters for all single enlisted Marines, including those assigned to company headquarters;

(2) Single enlisted Marines within detachments will normally be quartered together in a fully furnished Marine house. These quarters will, to the extent possible within available resources and established priorities, include adequate single bedrooms with sufficient storage for clothing. The common living spaces will be sufficient in size to accommodate the entire detachment, as well as a reasonable number of guests. In those instances where, due to the physical limitations of the local environment or the requirements of operational security, the Marine house cannot in good faith meet or be made to meet the prescribed standards, the company commander is authorized to make an exception to the required MSG housing requirements after consultation with the RSO and other post officials;

(3) State will provide all maintenance for the Marine house (see 6 FAM 764). Additionally, State will provide all furnishings, supplies, and equipment necessary to support the Marine house (e.g., beds, tables, chairs, cleaning supplies, janitorial equipment, light bulbs);

(4) State will provide fully furnished, separate quarters within established space standards for detachment commanders, company commanders, regional headquarters personnel (staff sergeant and above), and for table-of-organization-designated assistant detachment commanders who are staff noncommissioned officers. Company clerks assigned to regional headquarters will not be quartered with the MSG detachment and will be provided the same type of basic flatware, glassware, china, kitchen

utensils, cookware, bed linens, and towels provided to the consolidated MSG headquarters.

## 6 FAM 726 TRANSIENT OR TEMPORARY DUTY (TDY) HOUSING

### 6 FAM 726.1 Authorization

*(TL:GS-95; 11-18-2002)*

*(Uniform State/USAID/Commerce/Agriculture/DIA)*

a. **State-controlled property only:** Posts wishing to operate transient or TDY housing must request prior OBO authorization. This authorization will be limited to two years, at which time post must seek a renewal of the authorization, which renewal application will contain a complete justification, including an updated rate schedule (see 6 FAM 726.2). Certain GO/LTL units may be designated transient or TDY quarters, provided they are excess to post's housing requirements or unsuitable for permanent housing or other official use. If post has no surplus GO/LTL quarters, the post ICASS council may authorize STL units for transient or TDY housing. Temporarily unassigned (not to exceed 90 days) vacant GO/LTL and STL residential properties also may be utilized, at the discretion of post, for transient housing, at rates set forth in 6 FAM 726.2.

b. **State-controlled property only:** Posts may delegate operation of transient quarters to an employee association under a license agreement as provided in 6 FAM 500 with the prior approval of OBO. STL units operated as transient quarters by an employee association will generally be leased directly by the association. In posts where this is not practicable, guidance should be sought from OBO.

c. **USAID-controlled property only:** USAID missions must consult with USAID/W (M/AS/OMS) in regard to operating lodging facilities (guest houses) either directly by the USAID, or through a contract or license agreement with a local contractor or employee association. Guidance on the establishment and management of USAID guest houses is contained in HB 23, Chapter 17. Mission use of employee associations is governed by 6 FAM 540.

### 6 FAM 726.2 Rate Schedule for Transient Quarters

*(TL:GS-95; 11-18-2002)*

*(Uniform State/USAID/Commerce/Agriculture/DIA)*

Use of post held transient units by any occupant requires payment of fees. The charge for use of post-operated STL transient accommodations

should be commensurate with the costs of providing such quarters and set at not more than the lodging portion of the per diem rate, and may be adjusted later if warranted, but not less than biennially, with the authorization renewal request. The charge for use of GO/LTL transient lodgings shall be developed by posts commensurate with the costs of maintaining such quarters, set at not more than the lodging portion of the per diem rate. The initial rate will be approved by OBO, and subsequent rate changes reported as they occur, but not less than biennially, with the authorization renewal request. Using appropriate fiscal procedures, posts should credit proceeds for GO/LTL units to OBO (19X0535 REIM AAAQ). Proceeds for STL units leased by ICASS must be credited to ICASS. ICASS proceeds should be credited to the 19X4519.1 appropriation, using the latest cable guidance delivered to posts. At the end of each fiscal year, posts should provide OBO with a summary of the revenues generated and the operating expenses for each transient unit. The charge for use of units operated by an employee association is governed by 6 FAM 500.

## **6 FAM 727 HOUSING PROFILE PROCEDURES**

### **6 FAM 727.1 Post Housing Profile Factors**

#### **6 FAM 727.1-1 General**

*(TL:GS-95; 11-18-2002)*

*(Uniform State/USAID/Commerce/Agriculture/DIA)*

The post maintains a housing profile that relates post-housing requirements to space standards (see 6 FAM 724 Exhibits 724.7A and B). There is a difference between the properties that are in a post's existing inventory and the properties approved in a post's profile: the housing profile represents the ideal mix of residences to meet the post's long-term housing requirements, while the housing inventory is all U.S. Government-held residential property at post. The main elements that factor into the post housing profile are position structure and post demographics. Implementation of the housing program links these factors with the inventory and local market conditions. The goal is to manage a cost-effective housing program that results in the closest match possible of the inventory with the profile under prevailing market conditions.

#### **6 FAM 727.1-2 Post Position Structure**

*(TL:GS-95; 11-18-2002)*

*(Uniform State/USAID/Commerce/Agriculture/DIA)*

The housing profile is based on the position structure at post, not the personal grade of incumbents. The number of positions at each of the three ranks (see 6 FAM 724 Exhibit 724.7A and 6 FAM 724 Exhibit 724.7B) provides an initial indication of housing requirements in relation to space standards.

### **6 FAM 727.1-3 Post Demographics**

*(TL:GS-59; 10-01-1999)*

*(Uniform State/USAID/Commerce/Agriculture/DIA)*

The demographics reflect historical and projected family sizes. For instance, at a particular grade level, the current staffing structure may show that 30 percent of the employees are single, 30 percent are families of two, 35 percent are families of three to four, and five percent are families of five or more. Post housing profiles reflect these percentages in quantifying the size of housing units needed at any particular grade. Given the objective of retaining properties over a longer term in order to achieve cost savings, posts must factor into the profile adequate flexibility to accommodate anticipated fluctuations in family size.

### **6 FAM 727.1-4 Local Real Estate Market**

*(TL:GS-59; 10-01-1999)*

*(Uniform State/USAID/Commerce/Agriculture/DIA)*

A survey of the local real estate market provides an objective assessment of current market conditions and enables the post to select competitively from a range of housing (see 6 FAM 722.6). The assessment of the local market should include background information on the general availability of housing requirements for residential security standards and other security considerations, location of schools, costs, etc. Posts should use the results of the survey to document conditions relating to the cost and availability of suitable housing, develop housing profiles, and establish rental ceilings for each housing tier. If housing which meets space standards is not available in the local market, post must prepare appropriate supporting information for inclusion in the housing profile.

## **6 FAM 727.2 Alternative Procedures**

### **6 FAM 727.2-1 Special Embassy Program (SEP) Posts, Special Consular Program (SCP) Posts, and Other Small Posts with Fewer than 10 Direct-Hire U.S. Citizen Employees**

*(TL:GS-95; 11-18-2002)*

*(Uniform State/USAID/Commerce/Agriculture/DIA)*

a. In lieu of preparing the demographic profile information, SEP posts, SCP posts, and posts with 10 or fewer direct-hire U.S. citizen employees need only match current staffing with the housing inventory. Information should be provided to OBO by agency, indicating rank of employee, property ID, gross or net measurements, number of bedrooms, and annual cost (expressed in U.S. currency).

b. Posts should identify any adjustments that must be made to existing inventory to conform to the standards.

c. Posts should also identify any post-specific factors affecting the housing profile, consider a market survey if one has not been conducted within the past year, and provide substantiation that leased housing is competitively priced.

## **6 FAM 727.2-2 Posts with Controlled Access to Housing and Posts with no Free Housing Market**

*(TL:GS-95; 11-18-2002)*

*(Uniform State/USAID/Commerce/Agriculture/DIA)*

At certain posts, host governments may control access to housing and there is no free housing market. Such posts are not required to follow the format for establishing a profile based on demographics. Rather, OBO will work with these posts to develop a profile that focuses on costs and includes a variety of housing.

## **6 FAM 727.3 Housing Selection**

### **6 FAM 727.3-1 Space**

*(TL:GS-59; 10-01-1999)*

*(Uniform State/USAID/Commerce/Agriculture/DIA)*

Space should be the first criterion in selecting properties for housing abroad, but it is not the overriding factor, particularly in markets where housing availability is limited and/or other restrictions limit where employees may live. Selection criteria should include, but not be limited to: design layouts, special employee circumstances, desired locations (including as wide a variety as possible, approved by the RSO or PSO), availability of normal amenities (electricity, telephone, indoor plumbing), size, and security requirements.

### **6 FAM 727.3-2 Cost**

*(TL:GS-59; 10-01-1999)*

*(Uniform State/USAID/Commerce/Agriculture/DIA)*

Combined with size, cost is a prime consideration in the selection of housing. Costs of residential properties will vary according to location, quality of construction, and amenities (verandas or balconies, recreational facilities, gardens, garages). A comparative review of annual rental costs should be a basis for housing selection. Cost comparisons based on per square foot calculations are valid only for units of similar size and category. For instance, a 3,000 square foot house may cost only \$12 per square foot whereas a 2,000 square foot house is \$15 per square foot. Annual lease costs for the properties are \$36,000 and \$30,000, respectively; clearly, the larger house is not a bargain if your requirement is for a smaller unit. Post should ensure that such cost comparisons are made on similarly sized properties located in similar areas of the city.

### **6 FAM 727.3-3 Distance**

*(TL:GS-95; 11-18-2002)*

*(Uniform State/USAID/Commerce/Agriculture/DIA)*

In applying these guidelines, post management and the post IAHB must seek suitable housing at the lowest possible cost to the U.S. Government. All locations within reasonable commuting time which meet security criteria should be considered. The Washington, DC average one-way commuting time of 45 minutes for U.S. Government employees will be considered reasonable, unless the post IAHB, upon recommendation of the RSO or RMO, establishes a longer or shorter time to address security or environmental concerns.

### **6 FAM 727.3-4 Security Considerations**

*(TL:GS-95; 11-18-2002)*

*(Uniform State/USAID/Commerce/Agriculture/DIA)*

a. As residential security considerations are U.S. Government policy under 12 FAM 300, the RSO/PSO will identify all suitable locations where the security environment relative to crime, civil disorder, terrorism, and police coverage is considered acceptable. The RSO/PSO will provide recommendations on the types of housing most suited to the post security environment. The RSO/PSO must conduct or supervise an inspection of those prospective residential properties selected for inclusion in the housing inventory and make a determination on their securability within the context of current residential security guidelines.

b. Properties requiring extensive security upgrades must be carefully considered in the context of the availability of appropriate funding. All posts, particularly those where the established residential security guidelines require upgrades not normally provided in local housing, must request approval and funding for such improvements from the residential security program through the RSO. Security upgrade costs are funded by the Bureau of Diplomatic Security (DS) and should not be funded from any leasehold accounts.

c. At all posts, but particularly those where the crime or terrorism threat level is rated as high or critical, the post IAHB should select residences that inherently maximize the safety and security of employees, while minimizing additional supplemental resources needed to further upgrade security, e.g., guards and residential security equipment. The objective of the residential security program is to ensure the acquisition of housing which provides a degree of security appropriate to the local threat level. To assist in the selection process, the following types of housing should be considered:

(1) **Apartment buildings:** Post's emergency action committee (EAC) should determine if apartment buildings are preferable to scattered apartment units, detached houses, townhouses, or cluster housing. In some instances, U.S. Government buildings and cluster housing may be considered attractive targets for terrorist bombings or mobs. To the contrary, to maximize the effectiveness and efficiency of supplemental security protection (e.g. local guards), apartment buildings and cluster housing within a compound or small geographic area offer the best protection where crime is the major threat. For apartment buildings and high-occupancy cluster housing, location, available setback, type of construction, and access controls are important selection criteria when considering protection against the terrorism threat. The EAC, in consultation with the RSO, shall weigh all these factors before recommending that OBO lease, purchase, or build any apartment buildings or high-occupancy cluster housing; and

(2) **Apartment units:** If an apartment building does not have adequate security protection, posts may acquire individual apartments, focusing their selection on units above the second floor. At high and critical threat posts, the total number of apartments in any one building should be reasonably limited so as to not present an attractive concentration of mission personnel unless the building, as a whole, has effective perimeter or access controls.

d. In general, comprehensive lock, lighting, grill, and gate systems provide maximum physical security under the control of the occupant. In some instances, they may be sufficient and preferable.

e. The RSO/PSO must approve all housing acquisitions; in cases of disagreement, no property may be leased or occupied until the dispute is resolved.

f. Since U.S. diplomatic facilities can become targets for terrorism, demonstrations, or civil disturbances, as general rule, OBO should not acquire or construct new office buildings with U.S. Government residential compounds and housing areas. Construction of new residences on new or existing embassy or consulate compounds in accordance with the physical security standards for on-compound housing is permitted.

## **6 FAM 728 GUIDELINES FOR ALLOCATING RESIDENTIAL SPACE**

### **6 FAM 728.1 Allocating GO/LTL Residential Space**

(TL:GS-113; 09-24-2003)

(Uniform State/USAID/Commerce/Agriculture/DIA)

The following principles guide the allocation of GO/LTL residential space among agencies at post. The sections which follow explain the application of these principles in specific circumstances:

(1) All GO/LTL housing is considered pooled (except designated residences and USAID housing when independently managed by USAID);

(2) First consideration will be given to employees of the Foreign Affairs Agencies as defined by the Foreign Service Act of 1980, as amended (State, USAID, FAS and US&FCS) and DIA, and to agencies which have contributed to a purchase program or turned properties over to the Department as described in this section. *The FAS category is, for this purpose, considered to include employees abroad of the Animal and Plant Health Inspection Service;*

(3) Assignments should reflect the rank and family size of the prospective occupants;

(4) After first meeting the requirements of the Foreign Affairs Agencies, any remaining GO/LTL housing may be allocated to other agencies at post in such a manner as to serve their needs and achieve maximum savings for the U.S. Government; and

(5) GO/LTL property should not be kept vacant for periods in excess of three months or used as transient quarters merely to accommodate the requirements of the Foreign Affairs Agencies as noted in this section.

#### **6 FAM 728.1-1 Housing Acquired with State Lease Funds**



(TL:GS-59; 10-01-1999)

*(Uniform State/USAID/Commerce/Agriculture/DIA)*

U.S. Government property acquired through the Department of State's leasehold account (excluding LTL property) will usually be for the primary occupancy of the Department's employees. Such acquisitions are intended to offset the Department's high lease costs abroad; therefore, benefits will normally accrue first to the funding agency. This does not preclude the post IAHB from assigning other Foreign Affairs Agency personnel whose rank and family size may be more appropriate for the unit.

## **6 FAM 728.1-2 Housing Acquired with Other Agency Funds**

(TL:GS-95; 11-18-2002)

*(Uniform State/USAID/Commerce/Agriculture/DIA)*

a. Other agencies wishing to participate in a purchase program at a post abroad may contribute to such arrangements, with the expectation that "ownership" will result in reduction of overall lease costs at post. For all agencies, including State, memoranda of understanding, outlining funding arrangements and long-term property entitlements, will be executed by the agency and OBO in Washington, DC. (This does not apply to USAID where it independently manages its housing program.) Copies of such documents will be maintained at post and by OBO in Washington, DC, and appropriate notations will be entered in the automated RPA database.

b. Every effort will be made to accommodate agencies that turned residential property over to Department of State management under the SRPM concept. Where it is determined that a particular agency's funds were used to acquire property, that agency will retain an entitlement to occupy an equivalent number of GO/LTL properties if any are available and appropriately sized. There is no guarantee that a particular unit or units will be reserved for the exclusive use of the agency. Posts should consult with OBO to verify funding sources for properties posts believe to be in this category.

c. In the event that assignments made by the post IAHB result in an agency not receiving its established entitlement, that agency will fund any resulting lease costs until such time as an appropriate GO/LTL unit becomes available. In such cases, the affected agency will have first priority on the next available and appropriately sized GO/LTL unit. To the extent possible, every effort will be made to ensure that adequate lead time is provided each agency in planning future budget requirements if additional lease costs are anticipated.

## **6 FAM 728.1-3 Housing for USAID Personnel**

(TL:GS-95; 11-18-2002)  
(USAID Only)

Where USAID independently manages its housing program, it is USAID's preference that USAID mission personnel not occupy State-held GO/LTL housing unless USAID has contributed to the acquisition of the property. If posts are unable to determine ownership status, questions should be referred to OBO and USAID/W (M/AS/OMS).

## **6 FAM 728.1-4 Housing for Certain DOD Personnel**

(TL:GS-95; 11-18-2002)  
(Uniform State/USAID/Commerce/Agriculture/DIA)

a. DOD personnel (civilian and military) who are attached to the mission but assigned under foreign military sales or other similar DOD-funded programs are not normally entitled to U.S. Government-held housing. Housing for these personnel is to be provided by the host government under the governing bilateral agreement. If the agreement does not include housing, then housing is provided within the post's U.S. Government leasing program, or under LQA/OHA programs and funded by the program under which these personnel are assigned. Such personnel are under the authority of the COM and their housing remains subject to the policies and standards outlined in 6 FAM 700.

b. DOD personnel who report to an area military command are not authorized Department of State GO/LTL housing. Surplus residential units may be licensed to such personnel after all requirements of other mission employees have been met. License fees are normally set at market rates; posts should contact OBO for guidance on establishing fees and license agreements (see 6 FAM 755.4).

## **6 FAM 728.2 Guidelines for Dedicated Housing**

(TL:GS-95; 11-18-2002)  
(Uniform State/USAID/Commerce/Agriculture/DIA)

a. The senior representative of each Foreign Affairs Agency (USAID, FAS, and US&FCS) and the U.S. Defense representative are provided housing within the standards for a family of four at the grade tier corresponding to the position, in recognition of the budgetary problems inherent in frequent changes of leased housing for senior agency representatives whose positions may require substantial expenditures for furniture, draperies, and security improvements. At missions where the majority of senior Foreign Affairs Agency representatives are classified at the SFS or SES level, the senior U.S. Defense representative will be considered of equivalent rank for the purposes of establishing housing assignments. In posts where the security assistance office (SAO) is the

U.S. Defense representative, dedicated housing should continue to be funded by the relevant foreign military sales or other defense-funded program; GO/LTL housing would not normally be provided.

b. Because the Department of State has multiple officers of similar ranks in section head positions, position-dedicated housing is not required. However, in developing the housing profile, post management should ensure that a flexible variety of housing within the appropriate rank tier is provided to meet the Department's requirements.

## **6 FAM 728.3 Guidelines for Private Leases**

*(TL:GS-95; 11-18-2002)*

*(Uniform State/USAID/Commerce/Agriculture/DIA)*

a. Employees wishing to lease residential properties in excess of (1) their space authorization or (2) any rental cost ceiling established by the post IAHB must obtain approval of that IAHB prior to signing the lease. No Washington, DC headquarters approval is necessary. The post IAHB review process should ensure that employees do not acquire ostentatious or otherwise inappropriate housing that could create a negative impression. Regardless of the ultimate cost of a lease or any rental ceiling set by the IAHB (which can be at or above the LQA/OHA ceilings for civilian employees in the Standardized Regulations (U.S. Government Civilians, Foreign Areas) or the Joint Federal Travel Regulations for Uniformed Service Members), payment of LQA/OHA to the employee or military member shall not exceed established LQA/OHA rates.

b. For any LQA/OHA lease that exceeds an employee's space authorization or in instances where the employee is voluntarily "out-of-pocket," post management must ensure that an appropriate notation is made on the employee's Form SF-1190 or equivalent for other agencies.

c. Each member of a tandem couple housed under the LQA/OHA option is eligible to receive his or her respective allowance, not to exceed one-half of the joint total lease and utility costs. However, the rented property must be approved within the context of the post IAHB review process outlined in this section. If the annual rent exceeds the post rental ceiling, the post IAHB has the authority to deny authorization to rent the proposed property.

d. If adequate GO/LTL or STL housing is available at a post, employees may not receive LQA/OHA if such housing would remain vacant. Adequate U.S. Government-leased housing may not be dropped from post inventory in order to grant LQA/OHA merely to satisfy an employee's preference for a particular unit.

e. Properties acquired under the Living Quarters Allowance program (LQA) or the Overseas Housing Allowance program (OHA) require the approval of the responsible security officer before signing the lease.

## **6 FAM 728.4 Guidelines for Determining Space Authorizations**

### **6 FAM 728.4-1 Basis for Space Authorization**

*(TL:GS-95; 11-18-2002)*

*(Uniform State/USAID/Commerce/Agriculture/DIA)*

a. Housing will be provided to employees based on position rank and family size. Post-specific profiles are based on position grades. Where an employee's position rank is greater or less than his or her personal rank, the position rank determines the employee's maximum authorization. Position reclassification during a tour of duty is not justification for changing a residence. This is not intended to preclude post from assigning particular units within the profile as it finds appropriate. A complete listing of all Foreign Service, Civil Service, and Military grade equivalents is contained in 6 FAM 728 Exhibit 728.4. (See also waiver provisions in 6 FAM 732.7 and 6 FAM 735.2.)

b. The space standards are maximums which reflect employee position rank and family size. The number of bedrooms is not specifically a factor in determining the space authorization for an employee. The post IAHB and the SRPM must ensure that available housing is effectively and rationally managed in light of both employee requirements and U.S. Government interests.

c. An employee's space authorization is based on the number of official dependents residing permanently (more than 50 percent of the year) at post. Whenever there is documented evidence of impending birth or adoption showing that an employee expects to acquire official dependents within a reasonable period of arrival at post, they may be counted. In determining appropriate authorizations, the following guidelines apply:

(1) **Tandem employees:** Tandem employees receive the space authorization for the senior member of the couple; all costs will be shared equally by the respective parent agencies except as set forth in 6 FAM 717.3, paragraphs a and b;

(2) **Official dependents on orders residing away from post:** For employees with official dependents residing away from post (i.e., dependents who reside at post less than 50 percent of the year), the employee's maximum authorization will be increased by 175 square feet (16 square meters) for every two (i.e., one or two) dependents residing away from post, 350 square feet for every four (i.e., three or four), etc.;

(3) **Employees with family members on separate maintenance allowance (SMA):** For the purposes of this policy, family members on SMA cannot be considered in determining an employee's space authorization;

(4) **Children of separated parents:** If an employee shares legal custody of a child or children from a previous marriage and it is anticipated that the child or children will visit post frequently, the maximum authorization will be increased as in subparagraph c(2) of this section;

(5) **Single parents or families with a live-in housekeeper:** The U.S. Government is not required to provide housing for the employee's household staff. To the extent that housing with staff quarters may be available in the post inventory, the SRPM and post IAHB may wish to ensure that the local housing policy will give preference for such housing to single parents or other families requiring such space.

## 6 FAM 728.4-2 Locality Adjustment Factors

(TL:GS-95; 11-18-2002)

(Uniform State/USAID/Commerce/Agriculture/DIA)

a. The "quality of life" at each post is an integral part of determining the locality adjustment factor. Available cultural and recreational activities, climate, security (both in terms of terrorism and crime), and isolation are items considered when assigning a Locality Index number to a particular post. At the center of this is a desire on the Department's part to ensure the well-being of the employee and family.

b. Recognizing the inherent differences at posts, a three-level Locality Index has been established, with each level increasing in increments of 10 percent. In addition to the requirement for consumable storage space, these determinations were based on the following criteria:

(1) **Type 1:** Posts in this group are in countries characterized by relatively high economic development, general availability of cultural and recreational activities, essentially unrestricted travel opportunities, and threat to personal safety no greater than in the Washington, DC area. At these posts, employees and their dependents typically spend as much time in their residences as they would in the Washington, DC area;

(2) **Type 2 (10 percent increase):** Included in this group are posts with limited cultural and recreational activities, greater physical isolation (limiting travel opportunities), and/or a climate that would result in employees and their dependents spending more time at home. General terrorist threat or threats to personal security, resulting in RSO-mandated restrictions on travel, may also be a factor;

(3) **Type 3 (10 percent increase over Type 2):** Daily life is the most difficult in these posts. Cultural and recreational facilities are scarce, travel is restricted, and the terrorist threat to personal security is very high. Employees and dependents at these posts spend most of their leisure time in their homes or those of other mission members.

c. The regional bureaus and OBO review post locality codes every five years. When posts determine that a material change in the quality of life at the post has occurred, they may request a review of the post locality code. The SRPM and the post IAHB shall be responsible for this determination. Posts should not request changes in this rating to reflect short-term situations, but rather should seek a reevaluation only if the post's assessment of the environment is supported by documented trends. Such evaluations may be considered for either increasing or decreasing the post rating. 6 FAM 724 Exhibit 724.7B identifies each post by locality type.

### **6 FAM 728.4-3 Other Considerations in Housing Assignments**

*(TL:GS-95; 11-18-2002)*

*(Uniform State/USAID/Commerce/Agriculture/DIA)*

#### **(A) Special Circumstances**

In making housing assignments within the space standards, posts should also consider the particular requirements of employees (e.g., physical handicaps) or factors related to aged or handicapped dependents.

#### **(B) Space Layout**

Under this policy, space standards have been established on the basis of rank and family size. Posts should seek appropriate units within these criteria which have varying configurations that will meet their housing requirements. Housing units with the same square footage can be vastly different because of their layouts, with some being more appropriate for representation or certain family sizes than others. Such considerations should be factored into the assignment of housing.

#### **(C) Representation Function**

a. Representation is a key diplomatic function for many employees abroad who must develop personal relationships with host and third-country officials in order to advance U.S. policies. As an employee rises through the ranks, it is reasonable to assume that his or her professional responsibilities increase, and representational functions (personal and official) may correspondingly increase. Within the respective tiers of space standards as defined in 6 FAM 724 Exhibits 724.7A and B, it is estimated that employees could conduct functions at the following levels:

<b>Dining Rm</b>	<b>Cocktail/</b>
------------------	------------------

	<b>Seating</b>	<b>Buffet</b>	<b>Reception</b>
<b>Standard</b>	6—8	Up to 12	Up to 20
<b>Middle</b>	8—12	Up to 18	Up to 30
<b>Executive</b>	12—14	Up to 24	Up to 40

b. These estimates are projected maximums and should not be interpreted as requirements for particular housing units. Infrequent functions (e.g., receptions) that exceed these levels could be incorporated into the post representational plan and co-hosted with the ambassador or DCM whose official residences are intended for such large-scale entertainment.

## **6 FAM 729 UNASSIGNED**

## **6 FAM 722 Exhibit 722.5**

### **POST HOUSING GUIDELINES OUTLINE**

*(TL:GS-59; 10-01-1999)*

Items marked with an asterisk are required

References are the applicable sections in 6 FAM.

#### **I. Introduction**

#### **II. Housing Policy**

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722.2-2

##### **a. Composition**

722.2-2(B)

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722.2-2(C)

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#### **III. Occupancy of U.S. Government-Provided Quarters**

##### **\*1. Responsibilities**

##### **a. U.S. Government Responsibility**

762; 725; 717

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##### **Damage and Cleaning Deposits**

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##### **Use of Quarters During Employee's Absence**

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##### **c. Landlord Responsibility**

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##### **\*2. Inventory of Furniture, Furnishings, Appliances and Equipment (FFA&E)**

773.6; 779.2

##### **a. Upon Arrival**

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**Continuation—6 FAM 722 Exhibit 722.5**

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**Continuation—6 FAM 722 Exhibit 722.5**

b. Telephone Bills

4. Emergencies

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- |  |             |
|--|-------------|
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# **6 FAM 724 Exhibit 724.7A** **SPACE STANDARDS CHARTS SHOWN IN** **SQUARE FEET AND (METERS)**

*(TL:GS-78; 02-05-2002)*

## **LOCALITY 1**

Rank	Number of Occupants			
	1-2	3-4	5-6	7+
Executive	1700 (158)	2146 (199)	2465 (229)	2592 (240)
Middle	1296 (120)	1870 (174)	2188 (203)	2316 (215)
Standard	1168 (109)	1700 (158)	1976 (184)	2103 (195)

## **LOCALITY 2 (10 Percent Increase over Locality 1)**

Rank	Number of Occupants			
	1-2	3-4	5-6	7+
Executive	1870 (174)	2361 (219)	2712 (252)	2852 (265)
Middle	1426 (132)	2057 (191)	2408 (224)	2548 (237)
Standard	1286 (119)	1870 (174)	2174 (202)	2314 (215)

## **LOCALITY 3 (10 Percent Increase over Locality 2)**

Rank	Number of Occupants			
	1-2	3-4	5-6	7+
Executive	2057 (191)	2597 (241)	2983 (277)	3137 (291)
Middle	1568 (146)	2263 (210)	2648 (246)	2803 (260)
Standard	1414 (131)	2057 (191)	2391 (222)	2546 (237)

## 6 FAM 724 Exhibit 724.7B

### POST LOCALITY TYPES

(TL:GS-95; 11-18-2002)

Posts not listed will be given the highest rating shown for their country.

<b>COUNTRY</b>	<b>POST NAME</b>	<b>LOCALITY TYPE</b>
AFGHANISTAN	KABUL	3
ALBANIA	TIRANA	3
ALGERIA	ALGIERS	3
ANGOLA	LUANDA	3
ARGENTINA	BUENOS AIRES	1
ARMENIA	YEREVAN	3
AUSTRALIA	CANBERRA	1
AUSTRALIA	MELBOURNE	1
AUSTRALIA	PERTH	1
AUSTRALIA	SYDNEY	1
AUSTRIA	VIENNA	1
AZERBAIJAN	BAKU	3
BAHAMAS, THE	NASSAU	2
BAHRAIN	MANAMA	3
BANGLADESH	DHAKA	3
BARBADOS	BRIDGETOWN	2
BELARUS	MINSK	3
BELGIUM	BRUSSELS	1
BELIZE	BELIZE CITY	3
BENIN	COTONOU	3
BERMUDA	HAMILTON	1
BOLIVIA	LA PAZ	3
BOSNIA-HERZEGOVINA	SARAJEVO	2
BOTSWANA	GABORONE	2
BRAZIL	BRASILIA	2
BRAZIL	RECIFE	2
BRAZIL	RIO DE JANEIRO	2

**Continuation—6 FAM 724 Exhibit 724.7B**

BRAZIL	SAO PAULO	2
BRUNEI	BANDAR SERI BEGAWAN	3
BULGARIA	SOFIA	3
BURKINA FASO	OUAGADOUGOU	3
BURMA	RANGOON	3
BURUNDI	BUJUMBURA	3
CAMBODIA	PHNOM PENH	3
CAMEROON	YAOUNDE	3
CANADA	CALGARY	1
CANADA	HALIFAX	1
CANADA	MONTREAL	1
CANADA	OTTAWA	1
CANADA	QUEBEC	1
CANADA	TORONTO	1
CANADA	VANCOUVER	1
CANADA	WINNIPEG	1
CAPE VERDE, REP	PRAIA	3
CENTRAL AFRICAN REP	BANGUI	3
CHAD	N'DJAMENA	3
CHILE	SANTIAGO	2
CHINA, PEOPLE'S REP	BEIJING	3
CHINA, PEOPLE'S REP	CHENGDU	3
CHINA, PEOPLE'S REP	GUANGZHOU	3
CHINA, PEOPLE'S REP	SHANGHAI	3
CHINA, PEOPLE'S REP	SHENYANG	3
COLOMBIA	BOGOTA	3
CONGO, DEM REP	KINSHASA	3
CONGO, REP	BRAZZAVILLE	3
COSTA RICA	SAN JOSE	1
COTE D'IVOIRE	ABIDJAN	2
CROATIA	ZAGREB	2
CUBA	HAVANA	3

**Continuation—6 FAM 724 Exhibit 724.7B**

CYPRUS	NICOSIA	2
CZECH REPUBLIC	PRAGUE	2
DENMARK	COPENHAGEN	1
DJIBOUTI, REP	DJIBOUTI	3
DOMINICAN REPUBLIC	SANTO DOMINGO	2
EAST TIMOR	DILI	3
ECUADOR	GUAYAQUIL	2
ECUADOR	QUITO	2
EGYPT	ALEXANDRIA	3
EGYPT	CAIRO	3
EL SALVADOR	SAN SALVADOR	3
ERITREA	ASMARA	3
ESTONIA	TALLINN	3
ETHIOPIA	ADDIS ABABA	3
FIJI	SUVA	2
FINLAND	HELSINKI	2
FRANCE	BORDEAUX	1
FRANCE	LILLE	1
FRANCE	LYON	1
FRANCE	MARSEILLE	1
FRANCE	PARIS	1
FRANCE	RENNES	1
FRANCE	STRASBOURG	1
FRANCE	TOULOUSE	1
GABON	LIBREVILLE	3
GAMBIA, THE	BANJUL	3
GEORGIA	TBILISI	3
GERMANY	BERLIN	1
GERMANY	DUSSELDORF	1
GERMANY	FRANKFURT AM MAIN	1
GERMANY	HAMBURG	1
GERMANY	LEIPZIG	1

**Continuation—6 FAM 724 Exhibit 724.7B**

GERMANY	MUNICH	1
GHANA	ACCRA	3
GREECE	ATHENS	1
GREECE	THESSALONIKI	1
GRENADA	ST. GEORGE'S	3
GUATEMALA	GUATEMALA CITY	2
GUINEA	CONAKRY	3
GUINEA-BISSAU	BISSAU	3
GUYANA	GEORGETOWN	3
HAITI	PORT-AU-PRINCE	3
HOLY SEE, THE	VATICAN CITY	1
HONDURAS	TEGUCIGALPA	3
HONG KONG	HONG KONG	1
HUNGARY	BUDAPEST	2
ICELAND	REYKJAVIK	2
INDIA	CALCUTTA	3
INDIA	CHENNAI	3
INDIA	MUMBAI	3
INDIA	NEW DELHI	3
INDONESIA	JAKARTA	3
INDONESIA	SURABAYA	3
IRELAND	DUBLIN	1
ISRAEL	TEL AVIV	2
ITALY	FLORENCE	1
ITALY	MILAN	1
ITALY	NAPLES	1
ITALY	ROME	1
JAMAICA	KINGSTON	3
JAPAN	FUKUOKA	2
JAPAN	NAGOYA	2
JAPAN	NAHA, OKINAWA	2
JAPAN	OSAKA-KOBE	2

**Continuation—6 FAM 724 Exhibit 724.7B**

JAPAN	SAPPORO	2
JAPAN	TOKYO	1
JERUSALEM	JERUSALEM	2
JORDAN	AMMAN	2
KAZAKHSTAN	ALMATY	3
KENYA	NAIROBI	3
KOREA	SEOUL	1
KUWAIT	KUWAIT	3
KYRGYZSTAN	BISHKEK	3
LAOS	VIENTIANE	3
LATVIA	RIGA	3
LEBANON	BEIRUT	3
LESOTHO	MASERU	3
LIBERIA	MONROVIA	3
LITHUANIA	VILNIUS	3
LUXEMBOURG	LUXEMBOURG	1
MACEDONIA	SKOPJE	3
MADAGASCAR	ANTANANARIVO	3
MALAWI	LILONGWE	2
MALAYSIA	KUALA LUMPUR	2
MALI	BAMAKO	3
MALTA	VALLETTA	2
MARSHALL ISLANDS	MAJURO	3
MAURITANIA	NOUAKCHOTT	3
MAURITIUS	PORT LOUIS	2
MEXICO	CIUDAD JUAREZ	1
MEXICO	GUADALAJARA	2
MEXICO	HERMOSILLO	2
MEXICO	MATAMOROS	1
MEXICO	MERIDA	2
MEXICO	MEXICO CITY	2
MEXICO	MONTERREY	2



**Continuation—6 FAM 724 Exhibit 724.7B**

MEXICO	NOGALES	1
MEXICO	NUEVO LAREDO	1
MEXICO	TIJUANA	1
MICRONESIA	KOLONIA	3
MOLDOVA	CHISINAU	3
MONGOLIA	ULAANBAATAR	3
MOROCCO	CASABLANCA	2
MOROCCO	RABAT	2
MOZAMBIQUE	MAPUTO	3
NAMIBIA	WINDHOEK	2
NEPAL	KATHMANDU	3
NETHERLANDS	AMSTERDAM	1
NETHERLANDS	THE HAGUE	1
NETHERLANDS ANTILLES	CURACAO	2
NEW ZEALAND	AUCKLAND	1
NEW ZEALAND	WELLINGTON	1
NICARAGUA	MANAGUA	3
NIGER	NIAMEY	3
NIGERIA	ABUJA	3
NIGERIA	LAGOS	3
NORWAY	OSLO	1
OMAN	MUSCAT	3
PAKISTAN	ISLAMABAD	3
PAKISTAN	KARACHI	3
PAKISTAN	LAHORE	3
PAKISTAN	PESHAWAR	3
PALAU, REP	KOROR	3
PANAMA	PANAMA CITY	2
PAPUA NEW GUINEA	PORT MORESBY	3
PARAGUAY	ASUNCION	2
PERU	LIMA	3
PHILIPPINES	MANILA	3

**Continuation—6 FAM 724 Exhibit 724.7B**

POLAND	KRAKOW	3
POLAND	WARSAW	2
PORTUGAL	LISBON	1
PORTUGAL	PONTA DELGADA	3
QATAR	DOHA	3
ROMANIA	BUCHAREST	3
ROMANIA	CLUJ-NAPOCA	3
RUSSIA	ST. PETERSBURG	3
RUSSIA	MOSCOW	3
RUSSIA	VLADIVOSTOK	3
RUSSIA	YEKATERINBURG	3
RWANDA	KIGALI	3
SAMOA	APIA	3
SAUDI ARABIA	DHAHRAN	3
SAUDI ARABIA	JEDDAH	3
SAUDI ARABIA	RIYADH	3
SENEGAL	DAKAR	2
SIERRA LEONE	FREETOWN	3
SINGAPORE	SINGAPORE	1
SLOVAKIA	BRATISLAVA	2
SLOVENIA	LJUBLJANA	2
SOMALIA	MOGADISHU	3
SOUTH AFRICA	CAPE TOWN	1
SOUTH AFRICA	DURBAN	1
SOUTH AFRICA	JOHANNESBURG	1
SOUTH AFRICA	PRETORIA	1
SPAIN	BARCELONA	1
SPAIN	MADRID	1
SRI LANKA	COLOMBO	3
SUDAN	KHARTOUM	3
SURINAME	PARAMARIBO	3
SWAZILAND	MBABANE	2

**Continuation—6 FAM 724 Exhibit 724.7B**

SWEDEN	STOCKHOLM	1
SWITZERLAND	BERN	1
SWITZERLAND	GENEVA	1
SYRIA	DAMASCUS	3
TAJIKISTAN	DUSHANBE	3
TANZANIA	DAR ES SALAAM	3
THAILAND	BANGKOK	2
THAILAND	CHIANG MAI	3
TOGO	LOME	3
TRINIDAD & TOBAGO	PORT-OF-SPAIN	2
TUNISIA	TUNIS	2
TURKEY	ADANA	3
TURKEY	ANKARA	2
TURKEY	ISTANBUL	2
TURKMENISTAN	ASHGABAT	3
UGANDA	KAMPALA	3
UKRAINE	KIEV	3
UNITED ARAB EMIRATES	ABU DHABI	3
UNITED ARAB EMIRATES	DUBAI	3
UNITED KINGDOM	BELFAST	2
UNITED KINGDOM	EDINBURGH	1
UNITED KINGDOM	LONDON	1
URUGUAY	MONTEVIDEO	2
UZBEKISTAN	TASHKENT	3
VENEZUELA	CARACAS	2
VIETNAM	HANOI	3
VIETNAM	HO CHI MINH CITY	3
YEMEN ARAB REPUBLIC	SANAA	3
YUGOSLAVIA, FED REP	BELGRADE	2
ZAMBIA	LUSAKA	3
ZIMBABWE	HARARE	2

## **6 FAM 724 Exhibit 724.8A**

### **MEASURING SPACE FOR OFFICE AND FUNCTIONAL PROPERTY**

*(TL:GS-95; 11-18-2002)*

**Net space includes** all space used for and related to the function of the property, measured from wall to wall inside the structure (e.g., offices, storerooms, workshops, eating and food service/preparation areas, finished storage areas). This includes all such areas that appear under the same Property ID, whether or not incorporated in the same structure.

**Net space excludes** elevator lobbies, mechanical equipment and generator rooms, transformer vaults, communication vaults, telephone electrical closets, janitor closets and toilets, hallways, stairways and stairwells, elevator shafts, chimney shafts, dumbwaiter shafts and similar installations, inner courtyards or enclosed walkways that lead from one section of a building to another, and outside porches/terraces/balconies. **Measure** only actual floor space, not open areas that extend through the floor, such as skylights or entryways that are several floors high. **Do not measure** exterior walls and thicknesses of interior partitions.

**Gross space includes** all areas on all floors within the normal outside surface of the exterior walls. This includes all functional areas listed above (offices, etc.), all attics and basements, finished or unfinished, if a person can walk upright in them and they are easily accessible (exclude crawl spaces in attics and basements, even if used for storage), parking garages, hallways, enclosed walkways, mechanical rooms that are part of the main structure, stairwells, elevator shafts, chimney shafts, and dumbwaiters or similar installations. **Measure** these areas as if the actual floor were in existence on each level and there were no stairway, elevator, or other shaft.

**Gross space excludes** separate, outside generator, UPS, and other equipment sheds; loading platforms; outside porches, terraces, or parking lots and open (but covered) outside parking.

**NOTE: Gross area must be greater than net.** All net space is automatically included in gross space. Areas not included in gross should not be included in net area.

## 6 FAM 724 Exhibit 724.8B

### MEASURING SPACE FOR RESIDENTIAL PROPERTIES

(TL:GS-95; 11-18-2002)

**Net space includes** all usable living space on all floors, measured from wall-to-wall within each room: reception rooms, ballrooms, living rooms, dining rooms, bedrooms, kitchens (from wall-to-wall, including cupboard/counter space), breakfast and eating areas, pantries (unless exclusively storage space), libraries, dens/studies, family and recreation rooms, powder rooms, bathrooms, dressing rooms, enclosed patios/terraces/balconies (if heated/air-conditioned and usable year-round).

**Net space excludes** open balconies, garages, halls, foyers, stairwells, elevator and chimney shafts, dumbwaiters, servants' quarters (only areas specifically designed as such), utility shafts/closets, laundry or household appliance rooms, built-in closets (or space occupied by wardrobes), furnace/fuel rooms, and storage areas. If live-in help occupies space that would otherwise be used by the occupant as living space, this space does not qualify as servants' quarters and must be included in the net total. **Do not measure** exterior walls and thickness of interior partitions when measuring usable space. (If portions of residential space must be used for official storage, post should request a waiver from OBO to deduct it from net area.)

**Gross space includes** all areas on all floors within the normal outside surface of the exterior walls, hallways and foyers, attics and basements, finished or unfinished, if a person can walk upright in them and they are easily accessible (exclude crawl spaces in attics and basements), stairwells, elevator and chimney shafts, and dumbwaiters or similar installations. **Measure** these areas as if the actual floor were in existence on each level and there were no stairway, elevator or other shaft. Gross space includes mechanical equipment rooms, garages, and servants' quarters that are incorporated in the main structure and part of the residence.

**Gross space excludes** separate outbuildings (garages, sheds, servants' quarters). If significant in size or function, report them as ancillary structures.

**Gross space excludes** open courtyards or walkways that lead from one building or section of a building to another, loading platforms, outside porches, outside stairs, terraces, parking lots and open, but covered, outside parking.

**NOTE: Gross area must be greater than net.** All net space is automatically included in gross. Areas not included in gross should not be included in net area.

## 6 FAM 724 Exhibit 724.8C

### CONVERSION TABLE METRIC/ENGLISH MEASURE

(TL:GS-78; 02-05-2002)

Gross and net space may be measured in square meters or feet. Under Federal regulation, OBO is required to maintain metric measurements. The following table may be helpful in converting English and metric measurements.

<b>Square Meters</b>	<b>=</b>	<b>Square Feet</b>
1		10.764
5		53.80
10		107.6
15		161.4
20		215.2
25		269

Square Meters x 10.764 = Square Feet

<b>Square Feet</b>	<b>=</b>	<b>Square Meters</b>
1		.093
50		4.65
100		9.3
150		13.95
200		18.6

Square Feet x .093 = Square Meters

Fractions should not be carried beyond two decimal places and may be rounded to the nearest whole number.

#### **Land Area Measurements**

1 Hectare	=	10,000 Square Meters
1 Hectare	=	2.47 Acres
1 Acre	=	4,047 Sq. Meters or .4 Hectares

Sq. Meters/4047 = Acres

## 6 FAM 728 Exhibit 728.4

### MILITARY RANK EQUIVALENTS

(TL:GS-95; 11-18-2002)

<b>GRADE</b>	<b>RANK BY SERVICE (Army/Navy/Air Force/Marines)</b>
E-1	Private/Seaman Recruit/Airman Basic/Private
E-2	Private/Seaman Apprentice/Airman/Private First Class
E-3	Private First Class/Seaman/Airman First Class/Lance Corporal
E-4	Corporal or Specialist/Petty Officer Third Class/Senior Airman or Sergeant/Corporal
E-5	Sergeant/Petty Officer Second Class/Staff Sergeant/Sergeant
E-6	Staff Sergeant/Petty Officer First Class/Technical Sergeant/Staff Sergeant
E-7	Sergeant First Class/Chief Petty Officer/Master Sergeant/Gunnery Sergeant
E-8	Master Sergeant/Senior Chief Petty Officer/Senior Master Sergeant/Master Sergeant
E-9	Sergeant Major/Master Chief Petty Officer/Chief Master Sergeant/Master Gunnery Sergeant or Sergeant Major
W-1	Warrant Officer (Army, Navy, Marines only)
W-2	Chief Warrant Officer Two (Army, Navy, Marines only)
W-3	Chief Warrant Officer Three (Army, Navy, Marines only)
W-4	Chief Warrant Officer Four (Navy, Marines only)
	Master Warrant Officer Four (Army only)
W-5	Chief Warrant Officer Five (Army, Marines only)
O-1	Second Lieutenant (Army, Air Force, Marines) Ensign (Navy)
O-2	First Lieutenant (Army, Air Force, Marines) Lieutenant Junior Grade (Navy)
O-3	Captain (Army, Air Force, Marines) Lieutenant (Navy)
O-4	Major (Army, Air Force, Marines) Lieutenant Commander (Navy)
O-5	Lieutenant Colonel (Army, Air Force, Marines) Commander (Navy)
O-6	Colonel (Army, Air Force, Marines) Captain (Navy)
O-7	Brigadier General (Army, Air Force, Marines) Rear Admiral (Lower Half) (Navy)
O-8	Major General (Army, Air Force, Marines) Rear Admiral (Upper Half) (Navy)
O-9	Lieutenant General (Army, Air Force, Marines) Vice Admiral (Navy)
O-10	General (Army, Air Force, Marines) Admiral (Navy)

**Continuation—6 FAM 728 Exhibit 728.4****RANK TIERS AND GRADE EQUIVALENTS**

	<b>FS</b>	<b>GS</b>	<b>MILITARY</b>	<b>WAGE SYSTEM</b>
Group 1 Executive	SFS	SES GS 16-18	O-10 Through O-7	
Group 2 Middle	FS-01 FS-02	GS-15 GS-14 GS-13	O-6 O-5/W-5 O-4/W-4	WS-14-19, WL-15, and Productive Support Equivalents
Group 3 Standard	FS-03 FS-04  FS-05 FS-06 FS-07 FS-08 FS-09	GS-12 GS-11 GS-10 GS-09 GS-08 GS-07 GS-06 GS-05	O-3/W-3   O-2/W-2  O-1/W-1 E-7/8/9 E-5/6 E-1/2/3/4	WS 8-13, WL 6-14, WG 12-15, and Productive Support Equivalents

**NOTE:** These groups and grade equivalents are established for housing space standards only and may differ from those established by law or regulation for any other purpose.